

Attachment L
Arkansas Purchasing Card Program
Merchant's Purchasing Card Services and Fees

Arkansas Purchasing Card Program must be beneficial for all parties in the State (State Government and the Merchants). Offerors must complete the following information on services, supplies, and equipment and cost required, or recommended for start-up Merchant in the Purchasing Card Program.

The Office of State Procurement (OSP) is committed to not adversely affecting its vendors and to assure that they are not adversely affected by this program request that offerors provide quotes which matches the below. OSP will accept standard information in this area. It is recommended that the Offeror submit the merchant information with the Proposal in a separate sealed envelope and marked "Merchants Purchasing Card Supplies and Fees – Confidential" (**See Section 2.24 "Confidentiality"**). The Office of State Procurement will accept the information in any format used by Offerors, as long as; OSP can extrapolate the information for its evaluation. Only The State Procurement Director and select members of the evaluation team designated by the Director will review the material. This information will remain confidential at all times. (See Section 3.6 "Vendor relationships")

Set Up Fees (Explain) _____ Cost \$ _____

Interchange Fee or Percentage: \$ _____ Discount Points: _____

Transaction Fee(s) \$ _____ Annual Fees \$ _____

If there is an industry category listing; explain: _____ \$ _____

Is there a fee by merchant's Location (Explain) _____ Cost: \$ _____

Method the card is accepted:

Point of Sales (POS) (Face to Face) (Explain) _____ Cost: \$ _____

Mail Order/Telephone Order (MO/TO) (Explain) _____ Cost: \$ _____

Internet (Explain): _____ Cost: \$ _____

Fees for various Dollar Ranges (Explain) _____ Cost: \$ _____

Types of Contracts and the Length of Contract _____

Are Fees Sliding Scales (Yes / No) _____

	Type	Cost
Other Servicing Fee(s)	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Training (Explain) _____ \$ _____

Fees Levels II \$ _____ Level III \$ _____ Incentive Rates \$ _____

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Equipment (Lease / Rent / Purchase)

Type	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Computer Hardware \$ _____ Software & _____

What kind of cancellation policies _____